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State Forester



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF FORESTRY  
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## MEMORANDUM

**DATE:** October 25, 2011

**TO:** F&W Forestry Services, Northwoods Forestry, Ground Effects, Lewis-Moore Mowing & Maintenance, American Forest Management, Inc., Superior Forestry

**FROM:** Robbie Talbert – Assistant Regional Forester – Virginia Department of Forestry

**CC:** Ed Zimmer – Regional Forester – Virginia Department of Forestry  
Amy Ricotta – Purchasing Officer – Virginia Department of Forestry

**SUBJECT:** ADDENDUM NO. 1 to IFB#12000-03 – Forest Tree Planting (Central Region)

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The following serves as an addendum to the Invitation for Bid Document 12000-03, otherwise known as the 2012 Central Region Planting Contract. This addendum concerns the bid process and a change in the bid submission deadline for this IFB.

The following statement replaces Section 13.1 in the IFB document:

“For bids to be considered, complete and sign the Invitation to Bid Sheet, Page 1, list references and reference data (Section 12); complete the bid form as per Instructions for Bidding and return this entire document by mail or in person in time to reach the Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903, on or before **December 1, 2011 at 10:00 AM ET**. Bids completed incorrectly will be disqualified.”

The following statement replaces Section 13.4 in the IFB document:

“After completing Invitation to Bid Sheet (Page 1) and the Bid Form, this entire Document should be enclosed in a separate envelope. Mark the outside as follows: **“Sealed bid for tree planting on commercial forestland in the Commonwealth of Virginia, Central Region, IFB#411: A12000-03 to be opened only at the Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903, on December 1, 2011 at 10:00 AM ET.”**

The following statement replaced Section 13.6 of the IFB document:

“The contract (Attachment 2) must be signed and returned with Bid package by **December 1, 2011 at 10:00 AM ET** to the Department of Forestry. Once an award has been made, the complete contract will then be mailed to contractor.”

**NOTE:** A signed acknowledgement of this addendum must be received at the location indicated on the IFB either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

**Mission: We Protect and Develop Healthy, Sustainable Forest Resources for Virginians.**